



Job Announcement

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Opening Date:	June 23, 2011	Closing Date:	July 7, 2011
Job Title:	Administrative Assistant I	Position Type:	Regular Full Time
PIN:	000451	FLSA Status:	Non-Exempt
Location:	Court of Special Appeals Annapolis, Maryland	Grade/Entry Salary:	J06 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Maintains and tracks records and briefs filed in the Court and ensures their transmittal to the appropriate judges. At the conclusion of an appeal, returns records to the appropriate court and processes briefs for archiving. Sets up courtrooms and conference room for oral argument and conference days. Records arguments as directed. Receives incoming briefs; date stamp, file numerically, record date received and sent to judges. Receives incoming circuit court records; record date received and deliver to Clerk of Court. Prepares records for judges. Copies documents from records for judges, staff, attorneys and litigants. Receives monies for copies. Files supplemental documents within records. Prepares briefs and extracts for microfiche. Picks up/delivers mail to the mail room and distributes mail to Clerk's Office. Picks up and delivers lunch to designated area. Performs all other duties assigned.

Education: High school diploma or GED

Experience: One year of experience providing secretarial, clerical or administrative work involving the use of a personal computer, word processing software and office equipment. Experience filing materials in alphabetical order.

Notes:

- 1) Applicants may substitute an Associate Degree from an accredited college for two years of the required experience.
- 2) Completion of a legal secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Preferred: Previous court experience.

Skills/Abilities: Ability to learn and apply court related rules, procedures and terminology. Ability to prioritize and accomplish multiple tasks simultaneously. Ability to complete work accurately and in a timely manner. Ability to communicate accurate information to judges, attorneys, co-workers and the public in a patient and tactful manner. Ability to lift and carry up to 30 lbs. Ability to operate a personal computer. Ability to complete an alphanumeric data entry assessment. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.